



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON DC 20301-3000

September 10, 1996

MEMORANDUM FOR CHIEF, ARMY HOUSING DIVISION
DIRECTOR, HOUSING DIRECTORATE, USN (CODE 50)
DIRECTOR, FACILITIES PRIVATIZATION, HQUSAF/CEI
HEAD, FACILITIES BRANCH, USMC (CODE LFF)

SUBJECT: Supporting Site Visit Requests

In order to fully prepare for, and to better conduct future site visits, we need time to allow the consultants and HRSO staff to review the relevant documentation related to site housing privatization requests. The following documents should be provided to HRSO with future site visit requests or, if unavailable, at least 10 days prior to the date of the requested site visit:

- A financial proforma for the proposed project
- Copies of the applicable DD Form 1391
- The most recent housing market analysis for the installation
- Copies of any feasibility studies prepared for the proposed project
- Installation maps (if an on-base scenario is proposed)
- Professional cost estimates for land on the installation which is proposed for conveyance

Information included in these documents should allow us and our consultants to validate financial assumptions and develop privatization approaches prior to conducting site visits. This early preparation will enable us to complete the final site visit reports and to brief the commands and installations in a timely manner.

Robert L. Meyer
Director, Housing Revitalization Support
Office

